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ABSTRACT

This publication lists more than 200 publications and other resource materials that may be helpful for developing equal employment and affirmative action programs. Separate sections list and briefly describe publications on equal employment opportunity and affirmative action, data sources for utilization analysis and development of affirmative action goals, and films and audiovisual materials for equal employment opportunity and affirmative action training. Although a majority of the listed publications were produced by various state and federal agencies, many resource materials produced by private organizations are also included. The appendix lists the names and addresses of a variety of state and federal agencies concerned with equal employment opportunity and affirmative action programs. (JG)

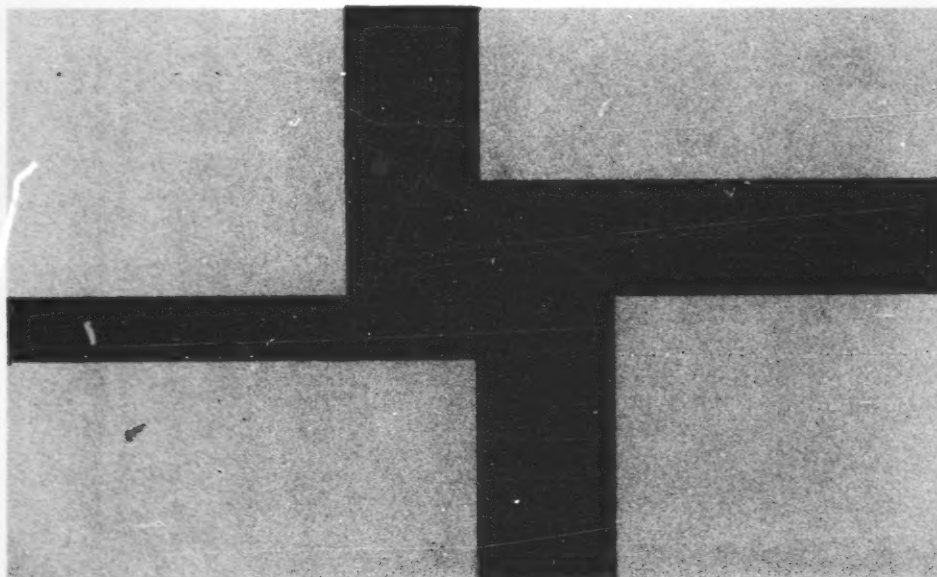
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Guide to Resources for Equal Employment Opportunity and Affirmative Action

EA 008 641



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GUIDE TO RESOURCES FOR EQUAL EMPLOYMENT

OPPORTUNITY AND AFFIRMATIVE ACTION

March 1976

GUIDE TO RESOURCES FOR EQUAL EMPLOYMENT

OPPORTUNITY AND AFFIRMATIVE ACTION

EEOC frequently receives inquiries about materials useful for developing equal employment and affirmative action programs.

Following are some sources which may be helpful, in addition to EEOC's own list of publications.*

This is not a comprehensive or all-inclusive bibliography. It will be updated from time-to-time as additional, useful resources are identified.

Single copies of materials are available from the government agencies and organizations listed, without charge, unless price is stated.

Listing of publications or materials for sale from private organizations as information resources does not constitute an endorsement of any kind by EEOC. Employers may wish to view samples of such materials and evaluate their need for the particular type of information provided.

* Single copies of EEOC's Publications List are available from Publications Unit, EEOC, 2401 E Street, N.W., Washington, D.C. 20506.

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A. GENERAL MATERIALS ON EEO AND AFFIRMATIVE ACTION

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
2401 E STREET, N.W.
WASHINGTON, D.C. 20506

1. Affirmative Action and Equal Employment: A Guidebook for Employers, Volumes I and II (1974). Basic legal principles, texts of Guidelines under Title VII, and other legislation; how-to-do-it steps outlined; includes references for recruitment, data and other resources. (Single copies available from Publications Unit. Additional copies available from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, Price \$2.45 per 2-volume set, Stock No. 5215-00024.)
2. A Selected Bibliography on Selection and Testing Procedures in Relation to Fair Employment (December 1975). A comprehensive, current bibliography, with emphasis on legal and technical aspects of selection procedures. References include Federal guidelines and standards; texts; professional journal articles; case citations and other useful sources on testing, validation procedures and studies, job analysis, licensing and certification. (Single copies available from Publications Unit.)

U.S. COMMISSION ON CIVIL RIGHTS
WASHINGTON, D.C. 20425

1. Statement on Affirmative Action for Equal Employment Opportunities (1973). Legal background supporting affirmative remedial action.
2. The Federal Civil Rights Enforcement Effort - 1974, Volume V: "To Eliminate Employment Discrimination" (July 1975). Analysis and evaluation of enforcement programs of U.S. Civil Service Commission; Office of Federal Contract Compliance Programs, Department of Labor; and Equal Employment Opportunity Commission.
3. "Job Discrimination and Affirmative Action", Civil Rights Digest. (Vol. 7, No. 3, Spring 1975.)

Articles on "Discrimination in Higher Education";
"The Union Role in Title VII Enforcement"; "Layoff
or Work Sharing"; and "Testing and Equal Opportunity".

POTOMAC INSTITUTE, INC.
1501 18th STREET, N.W.
WASHINGTON, D.C. 20036

1. Affirmative Action: The Unrealized Goal (December 1973).
A survey of experience in public, private and educational
employment under EEO laws and regulations. \$2.00.

OTHER PUBLICATIONS AND ARTICLES:

1. "Make Your Equal Opportunity Program Court-Proof,"
Antonia Handler Chayes, Harvard Business Review,
September-October 1974.

B. AFFIRMATIVE ACTION REQUIREMENTS FOR FEDERAL CONTRACTORS

OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS

U.S. DEPARTMENT OF LABOR

WASHINGTON, D.C. 20210 (or appropriate regional OFCCP office)*

1. Executive Order 11246 (as amended by Executive Order 11375).
2. Revised Order No. 4: Affirmative Action Guidelines (with Amendments of July 12, 1974).
3. Employee Testing and Selection Procedures (1/17/74).
4. Questions and Answers on OFCCP Testing and Selection Order (1974).
5. Revised Order No. 14: Contractor Evaluation Procedures (with Amendments of May 28, 1975).
6. Guidelines on Discrimination Because of National Origin, Religion and Sex.
7. Workforce Data Sources, by State, for Developing Affirmative Action Plans.
8. Affirmative Action Compliance Manual for Federal Contractors (1975). Available in binder form, with supplements, from Bureau of National Affairs, Inc., Attention: Customer Service, 1231 25th Street, N.W., Washington, D.C. 20037, Price \$98 annually.
9. Affirmative Action for Equal Employment Opportunity (1976). Pamphlet outlining requirements for Federal Government contractors and subcontractors.
10. This agency was given responsibility in 1975 for administering legislation requiring equal employment and affirmative action for veterans and the handicapped. (See also listing under H.) Contact OFCCP for regulations and information on these programs.
11. Contact OFCCP for other publications.

* See Appendix F.

OFFICE OF CIVIL RIGHTS
U.S. DEPT. OF HEALTH, EDUCATION & WELFARE
WASHINGTON, D.C. 20201

1. HEW and Civil Rights. Obligations of HEW fund recipients under Executive Order 11246, Title VI of the Civil Rights Act, Title IX of Education Amendments of 1972, and Public Health Service Act, as amended.
2. Higher Education Guidelines; Executive Order 11246.
3. Title IX Regulations Implementing Education Amendments of 1972 (June 1975).

OFFICE OF THE SECRETARY
U.S. TREASURY DEPARTMENT
WASHINGTON, D.C. 20220

1. Guidelines - Affirmative Action Program (for Banks, Savings and Loan Associations, and Savings Banks (1972).

C. CURRENT INFORMATION ON COURT AND EEOC DECISIONS

The following sources provide comprehensive current coverage of legal developments, full texts of EEOC and court decisions, topical indexes on detailed aspects of the law and special reports. (Contact publishers for costs.)

COMMERCE CLEARING HOUSE
4025 W. PETERSON AVENUE
CHICAGO, ILLINOIS 60646

1. Employment Practice Guide. Bi-weekly news service with index.
2. 1975 Guidebook to Fair Employment Practices (\$2.50).
3. EEOC Compliance Manual. Current loose-leaf manual, with up-to-date guidelines on compliance procedures, decisions, interpretations of current law and conciliation standards used by EEOC. (Also available for reference in libraries at EEOC District Offices.)

BUREAU OF NATIONAL AFFAIRS, INC.
1231 25th STREET, N.W.
WASHINGTON, D.C. 20037

1. Labor Relations Fair Employment Practice Service. (Manual issued bi-weekly, and Cases as available.)
2. EEOC Compliance Manual (see above reference).
3. Equal Employment Opportunity and Affirmative Action Programs: Bulletin to Management. Joint Survey No. 20, December 13, 1973. (Compiled by Bureau of National Affairs and American Society for Personnel Administration.) Includes surveys of company plans and programs. Available without cost for subscribers to BNA Policy and Practices, Weekly Employer-Employee Relations Service. Individual copies 50¢ each. Minimum order 10 copies.

NEWSLETTERS WITH EEO FOCUS:

1. Fair Employment Report. Bi-weekly newsletter. Covers key developments. P.O. Box 1067, Blair Station, Silver Spring, Maryland 20910. \$75 annually.

2. Womanpower. Monthly report on fair employment practices for women. Summarizes legal and other developments; analyzes key cases. 222 Rawson Road, Brookline, Massachusetts 02146. \$37 annually.
3. FEP Guidelines. Monthly. Bureau of Business Practice, Inc., 24 Rope Ferry Road, Waterford, Connecticut 06385. (This source publishes other periodicals which feature special EEO articles directed at supervisors, personnel directors and other management officials.)

THE FOLLOWING ARE OTHER NEWS SERVICES AND PERIODICALS WHICH REGULARLY COVER EEO DEVELOPMENTS:

PRENTICE-HALL, INC.
ENGLEWOOD CLIFFS, NEW JERSEY 07632

1. Personnel Management Program. Several weekly and bi-weekly news services provide up-to-date coverage of laws, special reports on EEO developments, texts of relevant regulations, and topical indexes. EEO-related subjects carried in Labor Relations Guide; Policies and Practices; and other services.
2. Public Personnel Administration. 2 bi-weekly services: Policies and Practices for Personnel, and Labor-Management Relations. (Contact publisher for further information and prices.)

RESEARCH INSTITUTE OF AMERICA
589 5th AVENUE
NEW YORK, NEW YORK 10017

1. Regulatory Alert. Weekly news service for executives and managers covers important decisions and regulations. (Contact publisher for price and further information on this and other basic studies on race, sex and age discrimination. See other publications listed under I.)

THE SPOKESWOMAN
5464 SOUTH SHORE DRIVE
CHICAGO, ILLINOIS 60615

1. The Spokeswoman. Monthly newsletter on women's issues, including employment. Carries "Help Wanted" advertisements for professional positions. \$12 annually for institutions; \$7 for individuals.

TODAY PUBLICATIONS
NATIONAL PRESS BUILDING
WASHINGTON, D.C. 20004

- i. Women Today. Bi-weekly. Focus on women's issues;
emphasis on EEO in higher education. \$15 annually.

D. PUBLICATIONS OF INTEREST TO EDUCATIONAL INSTITUTIONS

OFFICE OF CIVIL RIGHTS
U.S. DEPT. OF HEALTH, EDUCATION & WELFARE
WASHINGTON, D.C. 20201

1. Higher Education Guidelines.
2. Elimination of Sex Discrimination in Athletic Programs (September 1975).
3. Contact this office for texts and regulations for Title IX of Education Amendments Act of 1972 and Public Health Service Amendments of 1971. (See also listing under B.)

U.S. COMMISSION ON CIVIL RIGHTS
WASHINGTON, D.C. 20425

1. The Federal Civil Rights Enforcement Effort - 1974: Volume III, To Ensure Equal Educational Opportunity (January 1975). Evaluates efforts of HEW and other agencies in enforcement of civil rights laws affecting primary, secondary and higher education institutions. Includes Title VI of the Civil Rights Act of 1964, Title VII and VIII of the Public Health Service Act, and Title IX of the Education Amendments of 1972. Contains information on Affirmative Action requirements and other reporting and review procedures for compliance.

NATIONAL ASSOCIATION OF COLLEGE
& UNIVERSITY BUSINESS OFFICERS
1 DUPONT CIRCLE, SUITE 510
WASHINGTON, D.C. 20036

1. Federal Regulations and the Employment Practices of Colleges and Universities. A loose-leaf, indexed guide with periodic update supplements. \$7.50 annually.

TEACHER RIGHTS DIVISION
NATIONAL EDUCATION ASSOCIATION
1201 16th STREET, N.W.
WASHINGTON, D.C. 20036

1. Federal Laws and Regulations Concerning Race and Sex Discrimination (1973). A comprehensive chart, showing

all laws applicable to educational institutions (primary, secondary and higher education); administering agencies; enforcement, compliance and complaint procedures, record-keeping requirements and other data. Single copies available @ 50¢. (Research Action Notes, published periodically by the Resource Center on Sex Roles in Education, at this address, also covers developments in higher and other educational institutions.)

2. Achieving Equity in Higher Education -- A Source Book of Materials on Affirmative Action in Higher Education (1975).

COMMERCE CLEARING HOUSE, INC.
4025 W. PETERSON AVENUE
CHICAGO, ILLINOIS 60646

1. HEW Manual for Investigation of Allegations of Employment Discrimination at Institutions of Higher Education (1976). Features discussion of leading case law. Describes procedures in investigating, reporting on, and initiating enforcement proceedings to rectify discriminatory employment practices. Price \$10.

AMERICAN COUNCIL ON EDUCATION
ATTENTION: PUBLICATIONS UNIT
1 DUPONT CIRCLE
WASHINGTON, D.C. 20036

1. Institutional Self-Evaluation: The Title IX Requirement. Suggests procedures for institutional self-regulation required by Title IX of the Education Amendments of 1972. \$1.50 prepaid; bulk rates for 10 or more copies.

EDUCATION COMMISSION OF THE STATES
ATTENTION: COMMUNICATIONS DEPARTMENT
300 LINCOLN TOWER
1860 LINCOLN STREET
DENVER, COLORADO 80203

1. An Overview of Federal Court Decisions Affecting Equal Rights for Women in Education. Surveys court decisions pertaining to sex discrimination in education. \$4.00.

PROJECT ON THE STATUS & EDUCATION OF WOMEN
ASSOCIATION OF AMERICAN COLLEGES
1818 R STREET, N.W.
WASHINGTON, D.C. 20009

1. On Campus With Women. Periodic newsletter covering legal and other developments affecting EEO for women and minorities in higher education.
2. "Sex Discrimination, Educational Institutions and the Law: A New Issue on Campus." (Reprinted from Journal of Law and Education, October 1973.)
3. Affirmative Action Resources No. 1 (1975). Bibliography on general information, laws and available resources on affirmative action in higher education.
4. Women's Caucuses, Committees and Professional Associations; Recruiting Aids No. 3; Recruiting Minority Women No. 2; Minority Women and Higher Education Nos. 1, 2 & 3:
 - No. 1: Paper on Black women in higher education. A review of their current status.
 - No. 2: Paper on Spanish-speaking women and higher education. A review of their current status.
 - No. 3: A selected reading list on Black and Spanish-speaking women in higher education.
5. This organization also has many other EEO materials on minorities and women in higher education.

NATIONAL CENTER FOR COLLECTIVE BARGAINING IN EDUCATION
BARUCH COLLEGE, CITY UNIVERSITY OF NEW YORK
17 LEXINGTON AVENUE
NEW YORK, NEW YORK 10010

1. Newsletter. Discusses details of court cases involving issues of discrimination, equal employment and affirmative action in higher education in relation to collective bargaining. \$10 annual subscription.
2. Higher Education Collective Bargaining: Other Than Faculty Personnel, Volume 1 (December 1974). Comprehensive survey of literature dealing with labor negotiations and non-teaching professions in higher education.
3. Bibliographies are also available from this source with sections on such topics as Affirmative Action, Court Cases,

Maternity Leave, Equal Employment, etc. Write the Center for detailed information.

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN
2401 VIRGINIA AVENUE, N.W.
WASHINGTON, D.C. 20037

1. Joint Statement on Women in Higher Education. (2nd Printing, 1974.) Statement endorsed by major educational associations advocating specific steps to obtain equal employment opportunity for women in higher education. Price 25¢ per copy.
2. Women's Caucuses and Committees in Professional Associations (April 1974). Indicates organizations maintaining professional rosters for referrals.

ADDITIONAL MATERIALS FOR PRIMARY & SECONDARY SCHOOLS:

OFFICE OF CIVIL RIGHTS
U.S. DEPT. OF HEALTH, EDUCATION & WELFARE
WASHINGTON, D.C. 20201 (Or Regional HEW Office)

1. Title IX of the Education Amendments of 1972; Title VI of the Civil Rights Act of 1964: Policies on Elementary and Secondary School Compliance; and other publications (See other HEW publications listed in B.)

TEACHER RIGHTS DIVISION
NATIONAL EDUCATION ASSOCIATION
1201 16th STREET, N.W.
WASHINGTON, D.C. 20036

1. Combatting Discrimination in the Schools: Legal Remedies and Guidelines.
2. What is Affirmative Action?
3. Schools and Affirmative Action.
4. Contact above organization for other relevant publications.

PROJECT ON EQUAL EDUCATION RIGHTS ("PEER")
1029 VERMONT AVENUE, N.W., SUITE 800
WASHINGTON, D.C. 20005

1. Institutional Self-Evaluation: Planning for Change. Practical, how-to-do-it steps for reviewing school district practices for compliance with Title IX of Education Amendments of 1972.

E. PUBLICATIONS OF INTEREST TO STATE AND LOCAL GOVERNMENTS

BUREAU OF INTERGOVERNMENTAL PERSONNEL PROGRAMS
U.S. CIVIL SERVICE COMMISSION
WASHINGTON, D.C. 20414 (or Regional BIPP Offices)*

1. A Guide for Affirmative Action: Equal Opportunity in State and Local Governments.
2. Guidelines for the Development of an Affirmative Action Plan (1975). Useful organizational and procedural manual for developing an equal employment program. Provides helpful charts and monitoring forms to identify many systemic practices which may discriminate and need to be changed. However, steps recommended do not fully meet Title VII standards for identifying and remedying effects of systemic discrimination.
3. EEO for State and Local Governments. Newsletter issued quarterly. Topics have included: Guidelines for Internal Evaluation of EEO Programs; Upward Mobility; EEO and Merit Principles; Setting Up a Women's Program; Statistical Tools for Affirmative Action Planning.
4. Federal Policy on Remedies Concerning Equal Employment Opportunity in State and Local Government Personnel Systems. (Statement of U.S. Civil Service Commission, U.S. Equal Employment Opportunity Commission, U.S. Department of Justice, and Office of Federal Contract Compliance Programs.)
5. Guidelines for Evaluation of Employment Practices Under the Comprehensive Employment and Training Act (July 1974). Designed for prime sponsors in planning and conducting reviews of their personnel practices.
6. Improving Opportunities for Employment of the Disadvantaged in State and Local Governments: A Guide for Effective Action (1973).
7. Write this Bureau for additional materials on technical aspects of EEO programs, such as job analysis, job restructuring, and funding available for EEO and Affirmative Action Programs under the Intergovernmental Personnel Act.

*See Appendix E.

OFFICE OF CIVIL RIGHTS COMPLIANCE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION (LEAA)
U.S. DEPARTMENT OF JUSTICE
WASHINGTON, D.C. 20530

1. Equal Opportunity Guidelines. Non-Discrimination: Equal Opportunity: Policies and Procedures. Regulations issued August 19, 1972; March 9, 1973; August 31, 1973; and September 5, 1974.
2. Equal Employment Opportunity Program Development Manual (July 1974). Useful to criminal justice planning and operational units in the preparation and implementation of equal employment opportunity and affirmative action programs.

OFFICE OF REVENUE SHARING
U.S. DEPARTMENT OF TREASURY
WASHINGTON, D.C. 20226

1. General Revenue Sharing and Civil Rights (1974). A guide to the administration and enforcement of the civil rights provisions of the General Revenue Sharing Act (Title I, Public Law 92-512). Enables recipient governments to identify areas in which affirmative action programs need to be established.
2. Regulations Governing Payment of Entitlements Under Title I of the State and Local Fiscal Assistance Act of 1972. (See particularly Subpart D, Section 51.32 - "Discrimination").

EMPLOYMENT AND TRAINING ADMINISTRATION
U.S. DEPARTMENT OF LABOR
WASHINGTON, D.C. 20213

1. Comprehensive Employment and Training Act of 1973: Regulations for Title I and II. (See Section 98.21: "Non-Discrimination and Equal Employment Opportunities".)
2. Equal Employment Opportunity: A Guide for Prime Sponsors Under the Comprehensive Employment and Training Act of 1973 (July 1974). Provides techniques and suggestions on how to carry out the non-discrimination provisions of CETA and avoid acts and practices which discriminate against both staff and program participants.

U.S. COMMISSION ON CIVIL RIGHTS
1121 VERMONT AVENUE, N.W.
WASHINGTON, D.C. 20425

1. Minorities and Women in Government: Practice Versus Promise (1975). Study by the Rhode Island Advisory Committee which identifies discriminatory impact of civil service recruitment, training, testing, and selection practices; evaluates State and Federal efforts to enforce existing EEO regulations.

NATIONAL CIVIL SERVICE LEAGUE
917 15th STREET, N.W.
WASHINGTON, D.C. 20005

Items 1, 2, 3 below (available separately or as a set for \$15) present local government examples, federal regulations and significant court rulings.

1. Models for Affirmative Action (1973). \$7.50.
2. Judicial Mandates for Affirmative Action (1973). \$5.00.
3. Federal Mandates for Affirmative Action (1974). \$5.00.
4. Women in the Public Service. Study of Seattle, Washington's affirmative action program; background on legal requirements, suggestions on improving employment opportunities for women (1974). \$4.00.
5. Women in Policing. Case studies of 7 cities where women are working as police officers. \$4.00.
6. Affirmative Action Planning Manual (1975). Loose-leaf manual; "model plan" provisions, with explanations, suggested organizational and procedural steps, texts of major laws and regulations, and materials for EEO training. Contains sample charts and worksheets. \$45.00.
7. National Conference on Equal Employment Opportunity Law: Proceedings. Texts of legal presentations by officials of Federal agencies and private attorneys on major aspects of EEO law, and questions and answers at conferences co-sponsored by the League and the American Bar Association, October and November, 1975. \$35.00.

NATIONAL ASSOCIATION OF COUNTIES RESEARCH FOUNDATION
1735 NEW YORK AVENUE, N.W.
WASHINGTON, D.C. 20006

1. "Uprooting Discrimination." County Manpower Report, (February 1974). A special report on affirmative action requirements, including a detailed report on the affirmative action program of San Bernadino County, California.

CENTER FOR NATIONAL POLICY REVIEW
SCHOOL OF LAW
CATHOLIC UNIVERSITY
WASHINGTON, D.C. 20017

1. Equal Job Opportunity in Law Enforcement (1973). A layman's guide to LEAA requirements for affirmative action for police departments, courts, juvenile agencies, correctional, and other agencies receiving grants.

CENTER FOR CRIMINAL JUSTICE AGENCY ORGANIZATION
AND MINORITY EMPLOYMENT OPPORTUNITIES
MARQUETTE UNIVERSITY LAW SCHOOL
1103 W. WISCONSIN AVENUE
MILWAUKEE, WISCONSIN 53233

1. Increasing Minority Opportunities in State Police Careers (1973). A program based on the experience of the California Highway Patrol.
2. Aptitudinal and Psychological Testing and the Selection of Police Personnel (1973).
3. Funded by the Law Enforcement Assistance Administration (LEAA), U.S. Department of Justice, the above organization provides, without charge, consultant and technical assistance, research, and educational publications to improve recruitment and retention of minorities in criminal justice agencies.

INTERNATIONAL CITY MANAGEMENT ASSOCIATION
1140 CONNECTICUT AVENUE, N.W.
WASHINGTON, D.C. 20036

1. "Collective Bargaining and Affirmative Action," Public Management (July 1973).

2. "Can Local Government Afford Not to Pay the Price?" and "The Letter of the Law", Public Management (November 1975). Articles discussing affirmative action efforts and employment selection procedures in state and local governments.

WOMEN'S ACTION ALLIANCE
370 LEXINGTON AVENUE
NEW YORK, NEW YORK 10017

1. The Forgotten Five Million: Women in Public Employment -- A Practical Guide to Eliminating Sex Discrimination (1975). A guidebook written primarily to help women identify specific discriminatory employment situations and develop affirmative action programs. Also useful for employers. Texts and explanations of laws, guidelines and regulations prohibiting employment discrimination applicable to state and local governments: sample charts for utilization analyses. Resource directory lists more than 200 groups and materials useful in developing programs. \$5.00.

PENNSYLVANIA STATE CIVIL SERVICE COMMISSION
DIVISION OF RESEARCH AND SPECIAL REPORTS
P. O. BOX 569
HARRISBURG, PENNSYLVANIA 17120

1. SWAP. Bi-monthly personnel research information exchange newsletter with emphasis on EEO. Contains abstracts of personnel research, current legal references and cases affecting selection and testing, requests for information, and responses provided by participants.

F. SEX DISCRIMINATION AND AFFIRMATIVE ACTION

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
2401 E STREET, N.W.
WASHINGTON, D.C. 20506

1. EEOC Guidelines on Discrimination Because of Sex.
(Available from Publications Unit.)
2. Questions and Answers Concerning the EEOC Guidelines on Discrimination Because of Sex. (Available from Publications Unit.)
3. Affirmative Action Programs for Women: A Survey of Innovative Programs, 1973. (Available from Office of Research.)

WOMEN'S BUREAU
U.S. DEPARTMENT OF LABOR
WASHINGTON, D.C. 20210 (Or Regional Offices)*

1. An "Affirmative Action" packet, available on request from this source, includes publications listed below and others, as available. A full Publications List, including much other useful information on women and employment, may also be requested.
2. 1975 Handbook of Women Workers. Covers a wide range of topics on economic and legal status of women. Among areas included are: employment and unemployment; minority women; occupations and income; education and training; Federal and State laws; etc. This 435-page handbook is available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, Price \$4.70.
3. Steps to Advance EEO for Women.
4. Brief Highlights of Major Federal Laws and Order on Sex Discrimination. (Equal Pay Act; Title VII; Executive Order 11246, with current amendments.)
5. State Hours Laws for Women: Changes in Status Since the Civil Rights Act of 1964 (1974).

* See Appendix D.

6. Twenty Facts on Women Workers (1975).
7. The Myth and the Reality (1975).
8. Fact Sheet on the Earnings Gap (1974).
9. Women Workers Today (1975).
10. Fact Sheet on Minority Women (1975).
11. Women Workers by State (request particular State).
12. Facts on Women Workers of Minority Races (1974).
13. Recruiting Sources for Women (1973).
14. Steps to Opening the Skilled Trades to Women (1974).
15. A Working Woman's Guide to Her Job Rights (1975).

EMPLOYMENT AND TRAINING ADMINISTRATION
U.S. DEPARTMENT OF LABOR
WASHINGTON, D.C. 20210

1. Women in Apprenticeship - Why Not? Manpower Research Monograph No. 33 (1974). For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, Price 75¢.
2. Dictionary of Occupational Titles, 3rd Edition (1975). Brings job titles into conformance with equal employment legislation. Nearly 3,500 job titles have been revised. Available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, Price \$4.30.

OFFICE OF CIVIL RIGHTS
U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
WASHINGTON, D.C. 20210 (Or HEW Regional Offices)

1. Sex Discrimination. Summary of requirements under Executive Order 11246, Public Health Service Act, Title IX of Education Amendments of 1972, Title VII of Civil Rights Act, and Equal Pay Act. (See other HEW publications listed under B & D above.)

WAGE & HOUR DIVISION
EMPLOYMENT STANDARDS ADMINISTRATION
U.S. DEPARTMENT OF LABOR
WASHINGTON, D.C. 20210

1. Equal Pay Act of 1963 (with extensions added by Education Amendments of 1972 and Minimum Wage Act of 1974).

OTHER PUBLICATIONS AND ARTICLES:

1. Sex Discrimination and the Law: Cases and Remedies (1975), by Barbara Allen Babcock, Ann E. Freedman, Eleanor Holmes Norton and Susan C. Ross. Contains legal decisions, articles, historical analyses, excerpts from manuals and other useful materials. Available from Little, Brown & Company, Publishers, 747 3rd Avenue, New York, New York 10017, Price \$22.00.
2. Because of Sex: A Handbook on Sex Discrimination in Employment (1975). Provides overview of laws and illustrates how to recognize and handle sex discrimination in employment. Available from Feminist Committee Press, 1090 Lanier Boulevard, N.E., Atlanta, Georgia 30306, Price \$8.80.
3. The Forgotten Five Million: Women in Public Employment -- A Practical Guide to Eliminating Sex Discrimination (1975). (See annotation in section E.) Available from Women's Action Alliance, 370 Lexington Avenue, New York, New York 10017, Price \$5.00.
4. Step by Step: Affirmative Action for Women. A practical guide citing resources for recruitment and consultant help. Available from Womanpower, 222 Rawson Road, Brookline, Massachusetts 02416, Price \$2.50 prepaid.
5. Affirmative Action Memo. Single copies available free of charge from Public Affairs Council, 1220 16th Street, N.W., Washington, D.C. 20036.
6. Women in 1974. Annual report to the President. Employment and education sections review major legal developments. Statistics on enrollment of women in higher education institutions. Recommendations related to equal pension and retirement benefits. Comparative statistics

on male-female disability and sick leave. Other useful references. Available from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, Price \$1.20. (1975 report available May 1976.)

7. Legal Developments in Sex Discrimination Concerning Maternity Leaves and Benefits. A summary of decisions in federal and state courts regarding maternity; application of employment insurance to maternity leave; federal regulations and policies. Available from National Employment Law Project, 423 West 118th Street, New York, New York 10027, Price \$1.00.
8. "Maternity Leave Policy," New England Economic Review. A study indicating the negligible impact on overall labor costs of implementing EEOC Guidelines. Available from Federal Reserve Bank of Boston, Boston, Massachusetts 02106. (January-February 1973 issue.)
9. "Women/Jobs/The Law." Special Issue, Office Supervisor's Bulletin, July 30, 1973. Affirmative action and federal guidelines as they apply to supervisors. Single copies available at no cost from Ms. Margaret Green, Editor, Bureau of Business Practice, 681 Fifth Avenue, New York, New York 10022. (Other EEO articles are published by this source.)
10. "Tips for Company Recruiters: Getting Results from Your Affirmative Action Efforts to Hire Women," Personnel Management: Policies and Practices (2/14/73). Single copies available from Prentice Hall, Inc., Englewood Cliffs, New Jersey 07632.

G. AGE DISCRIMINATION

WAGE AND HOUR DIVISION
EMPLOYMENT STANDARDS ADMINISTRATION
U.S. DEPARTMENT OF LABOR
WASHINGTON, D.C. 20210

1. The Law Against Age Discrimination in Employment
(July 1974).
2. Age Discrimination in Employment Act of 1967, as
amended (October 1975). (Poster and Spanish trans-
lation also available.)
3. Contact this agency for other related publications.

H. EEO FOR VETERANS AND THE HANDICAPPED

OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS
U.S. DEPARTMENT OF LABOR
WASHINGTON, D.C. 20210

1. Rehabilitation Act of 1973 (February 6, 1975).
2. Vietnam Era Veterans Readjustment Act of 1974
(December 3, 1974).
3. This agency was given responsibility in 1975 for
administering legislation requiring equal employment
and affirmative action for veterans and the handicapped.
Contact the appropriate regional OFCCP office for regu-
lations and information on these programs.*

* See Appendix F.

I. RECENT INDUSTRY PUBLICATIONS

RESEARCH INSTITUTE OF AMERICA, INC.
DEPARTMENT 111
MT. KISCO, NEW YORK 10549

1. Pre-Employment Screening: The Tightening Ground Rules (1974). Pre-paid orders: members \$4.00; non-members \$8.00. Special prices for bulk orders.
2. Legal Pitfalls in Firings and Layoffs (1975). Clarifies employer's legal rights and obligations to employees. Discusses seniority, early retirement, "business necessity", court decisions, and alternatives to layoff. Pre-paid orders: members \$3.50; non-members \$7.00.

AMERICAN BANKERS ASSOCIATION
1120 CONNECTICUT AVENUE, N.W.
WASHINGTON, D.C. 20036

1. Affirmative Action Guidebook for Banking (1975). Modular sections on policy development, workforce utilization analysis, audit of personnel practices, goal setting, program elements, implementation and follow through, designed for compliance with Executive Order 11246. Price \$10.00.

THE CONFERENCE BOARD, INC.
845 THIRD AVENUE
NEW YORK, NEW YORK 10022

1. Non-Discrimination in Employment: Changing Perspectives, 1963-1972. A comprehensive review of legal requirements; includes summaries of key court cases in major areas. Price: \$3.50 for associates and educational organizations; \$17.50 others.

AMERICAN MANAGEMENT ASSOCIATION
135 W. 50th STREET
NEW YORK, NEW YORK 10020

1. Personnel, a bi-monthly magazine publication of this organization covers various specialized aspects of EEO and affirmative action.

2. The Law and Personnel Testing (1971). Price \$14.00.
3. Minority Group Employment: Unforeseen Benefits of Specialized Supervisory Training.
4. "What the Supervisor Should Know About His Company's Affirmative Action Program," Supervisory Management, (August 1973).
5. Contact this organization for prices and other relevant publications and articles.

MECHANICAL CONTRACTORS ASSOCIATION OF AMERICA, INC.
5530 WISCONSIN AVENUE, N.W.
WASHINGTON, D.C. 20015

1. Manual for Equal Employment Opportunity in the Construction Industry (1974). Price \$4.00; bulk rates on request.

AMERICAN PETROLEUM INSTITUTE
1801 K STREET, N.W.
WASHINGTON, D.C. 20006

1. Equal Employment Opportunity: An Interpretive Guide (1972).

J. LEGAL RESPONSIBILITIES OF UNIONS

INDUSTRIAL RELATIONS UNIT
OFFICE OF COMPLIANCE PROGRAMS
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
WASHINGTON, D.C. 20506

1. "The Union Role in Title VII Enforcement: Liability and Opportunity," by Herbert Hammerman and Marvin Rogoff, Civil Rights Digest (Spring 1975). Legal responsibilities of unions, potential liability for acts of discrimination, suggested strategies for limiting liability, proposal for union equal employment opportunity programs, and examples of current union efforts.
2. "Title VII: Threat and Opportunity for Labor," by Herbert Hammerman and Marvin Rogoff, Monthly Labor Review (April 1976), U.S. Department of Labor, Bureau of Labor Statistics, Washington, D.C. 20212. Revised, condensed version of above article. Single copies of both articles are available from EEOC's Industrial Relations Unit at above address.

INTERNATIONAL UNION OF ELECTRICAL,
RADIO AND MACHINE WORKERS, AFL-CIO
ATTENTION: GENERAL COUNSEL
1126 16th STREET, N.W.
WASHINGTON, D.C. 20036

1. Civil Rights Kit. Includes 1975 policy statement on equal employment; details of local and national union procedures to identify, bargain over and pursue legal action vs. discrimination; guide lists for detecting racial and sexual discrimination; review of IUE's efforts to date and future program.
2. Keeping Up With The Law. Periodic publication of IUE's Legal Department for national, regional and local officers. Describes legal developments affecting union membership. Includes substantial coverage of equal employment issues, bargaining advice for local unions, with suggested strategies, contract proposals and their legal support. Special issue on Sex Discrimination (September 1972) includes information on affirmative action programs, disciplinary actions for sex discrimination, equal pay, firing for filing EEOC charge, job posting, marriage, pregnancy, pre-school age children, protective laws, seniority and union discrimination.

DATA SOURCES FOR UTILIZATION ANALYSIS AND
DEVELOPING AFFIRMATIVE ACTION GOALS*

Much data on various minorities and females in the population and workforce of relevant labor areas and their general or specific skills can be obtained from national, state and local sources. You may find it difficult to get exact numerical information on females or minorities with specific skills who are available in your area. The following resources should be helpful. However, excessive data collection is not necessary if your own employment survey reveals absence or serious underrepresentation of any group. Affirmative efforts to locate and/or train females and minorities for jobs where they are not represented will be more productive than intensive effort to locate data justifying their underutilization.

WORKFORCE DATA PACKAGES to assist employers in preparing utilization analysis and affirmative action plans are being prepared by State Employment Services to meet Federal contract compliance requirements. "Packages" include information by race and sex on: population; labor force; employment status; occupations of employed persons; last occupations of experienced unemployed persons; and other information. Request information for specific labor areas from appropriate Research Director(s) of State Employment Security Agencies.**

CENSUS BUREAU
U.S. DEPARTMENT OF COMMERCE
WASHINGTON, D.C. 20233

Basic data on population, education, employment and occupational status may be obtained from the following publications:

1. 1970 Census of Population: General Social and Economic Characteristics PC (1) -C Series. Separate reports for each State, with data on age, race, sex, Spanish heritage, mother tongue, years of school completed, vocational training, employment status, occupation, industry and

* Publications are free unless otherwise noted.

** See Appendix A.

other factors. Data is presented for Counties, Standard Metropolitan Statistical Areas (SMSA's), Urban Areas, and Places of 2500 Inhabitants or more. Total cost of 53 reports: \$121.75. Individual state reports costs vary. Order from U.S. Commerce Department Field Offices or GPO.*

2. 1970 Census of Population, Detailed Characteristics PC (1) -D Series. More detailed breakdowns of educational, training and occupations cross-classified by sex, age, and race. Information available for the nation, states, SMSA's and large urban areas. For details and prices, write the Publications Distribution Section of the Census Bureau or GPO.*
3. U.S. Census of Population 1970, Final Report PC (2) 7 (C) Occupation by Industry. Breakdowns by race, national origin and sex. \$7.25.*
4. U.S. Census of Population Final Report PC (2) 8 (B), Earnings by Occupation and Education. Detailed breakdowns by industry, race, sex and national origin. \$4.50.*
5. Maps -- Number of Indians by Counties of the United States: 1970 (GE-50 No. 549); Number of Negro Persons by Counties of the United States: 1970 (GE-50 No. 47); and Negro Population as Percentage of Total Population by Counties of the United States: 1970 (GE-50 No. 48); -- may be obtained for \$0.50 each from Commerce Department District Offices in major cities or GPO.*
6. Persons of Spanish Origin in the United States, March 1975. Bureau of the Census, Social & Economic Statistics Administration, U.S. Department of Commerce, Current Population Reports, Series P-20, No. 290 (Issued February 1976). SSA data on age, sex, marital status, education, employment status, major occupation, family income and low income status by region (SMSA and other). \$1.50.*

* Publication(s) available from Superintendent of Documents, Government Printing Office, Washington, D.C. 20402, at price indicated.

WOMEN'S BUREAU
EMPLOYMENT STANDARDS ADMINISTRATION
U.S. DEPARTMENT OF LABOR
WASHINGTON, D.C. 20210

1. A Guide to Sources of Data on Women and Women Workers for the United States and for Regions, States and Local Areas. This comprehensive guide lists major data sources on population, education, civilian labor force, employment, unemployment, occupation, industry and labor reserve, indicating in each case whether data is available by region, state or SMSA. It includes basic data sources on minorities as well as women. Cited are: Materials from Census Bureau; U.S. Department of Health, Education & Welfare, and extensive materials from U.S. Department of Labor Statistics and Employment Standards Administration.
2. Women Workers in Regional Areas and in Large States and Metropolitan Areas (1971).
3. Facts on Women Workers of Minority Races (1974).
4. Women Workers (by State), 1970. (The Women's Bureau regularly prepares tabulations by State of selected data on women workers. Request data on particular States from the Bureau.)

OFFICE OF RESEARCH
U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
WASHINGTON, D.C. 20506

1. Job Patterns for Minorities and Women in Private Industry (1975). 10 Volumes (U.S. Summary and 9 Census Regions). Numbers employed in companies filing EEO-1 reports, by industry, industry group, major occupation group, sex and minority group, for the nation, states and SMSA's. (More recent data is available on microfilm.) Data on minority and female participation in Joint Apprenticeship Programs also is available.
2. Minorities and Women in State and Local Government, 1973 U.S. Summary. Numbers of minorities and women (by ethnic group) employed by state and local governments filing EEO-4 report forms, by job categories

and functions. Statistical tables and narrative analysis. (Future publications will contain more detailed data by regions.) Single copies available from Publications Unit, EEOC. Also available from GPO, Stock No. 5203-00051, Price \$2.90.*

3. 1973 State and Local Government Functional Profile Series. Separate volumes each presenting detailed employment data, by race, sex and job categories in specific functional areas of government. Volumes now available are: Part I: Financial Aid; Part II: Streets & Highways; Part III: Public Welfare; Part IV: Police Protection. Single copies available from Publications Unit, EEOC.
4. Minorities and Women in Referral Units in Building Trades (June 1974). Based on statistics collected in 1972 from local unions' Report EEO-5. Available from GPO, Stock No. 5203-00038, Price \$1.10.*
5. Employment Profiles of Minorities & Women in 20 Large SMSA's, 1972. Available from GPO, Stock No. 5203-300039, Price \$2.25.*

BUREAU OF LABOR STATISTICS
U.S. DEPARTMENT OF LABOR
WASHINGTON, D.C. 20210

1. Directory of Data Sources on Racial and Ethnic Minorities (1975). Annotated references to demographic, social and economic data sources for various racial and ethnic minorities. Available from BLS Regional Offices or GPO, Stock No. 029-001-01777-4, Price \$1.50.*
2. U.S. Working Women (1975). Includes national data on: employment and unemployment; educational status; job tenure; work-life expectancy; transportation; selected indicators by race and Spanish origin; and other factors affecting women at work. Available from BLS Regional Offices or GPO, Stock No. 029-001-01780-4, Price \$1.75.*

* Publication(s) available from Superintendent of Documents, Government Printing Office, Washington, D.C. 20402, at price indicated.

3. Geographic Profile of Employment and Unemployment (Annual). Data on labor force, employment, unemployment, by race and sex, for the nation, states and for SMSA's.

4. The Bureau of Labor Statistics (BLS) also has other useful publications, such as:

Employment and Earnings (Monthly). National data on employed and unemployed persons by race, color, sex, age, and detailed occupational groupings. As of April 1974, this publication includes monthly data on Spanish-surnamed persons, hitherto not available. Annual subscription \$28.10; Single copies \$2.35.*

5. Occupational Outlook Handbook (1975). Annual publication. Estimates, among other data, the number and proportion of women to total employed in selected occupations. National data. \$6.85.*

6. Industry Wage Surveys. Data for selected occupations within individual industries by sex. Areas covered vary. Write the Bureau of Labor Statistics for list and cost of individual reports.

7. Monthly Labor Review. "Employment and Unemployment Among Americans of Spanish Origin," (April 1974). The May 1974 issue of this publication has 8 articles containing data and studies on employment of women. Single copies \$1.40; annual subscription \$16.25.*

MINNESOTA ANALYSIS & PLANNING SYSTEM
UNIVERSITY OF MINNESOTA
415 COFFEY HALL
ST. PAUL, MINNESOTA 55101

1. EEO Reports. Compiled to order, by SMSA (Standard Metropolitan Statistical Area), county or place of 2500 or more, for any part of the U.S. Data on total labor force, employed labor force and unemployed labor force by sex; percent and number of women; percent and

* Publication(s) available from Superintendent of Documents, Government Printing Office, Washington, D.C. 20402, at price indicated.

number of minorities -- for 10 occupational categories.
Cost: \$50 for a single SMSA; reduced cost for more
than one SMSA.

PUBLIC HEALTH SERVICE
BUREAU OF HEALTH RESOURCES DEVELOPMENT
BUILDING 31, ROOM 5B63
BETHESDA, MARYLAND 20014

1. Minorities and Women in the Health Fields (1975).
DHEW Publication No. HRA 75-22. Selected data on
racial/ethnic minority groups and women in the health
fields. Includes data on applicants, workers, and
enrollment in health occupations schools.

OFFICE FOR CIVIL RIGHTS
U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
WASHINGTON, D.C. 20201

1. Manual for Determining the Labor Market Availability
of Women and Minorities (DHEW Publication No. OCR 74-11).
Data sources and step-by-step methods for determining
labor market availability for government contractors
preparing affirmative action plans. (Note: There are
some serious limitations of this manual in relation to
Title VII legal requirements, e.g. it sets overly
limited qualification criteria, in conflict with EEOC's
Selection Guidelines, availability criteria specified
in Revised Order No. 4, and omits data available from
State Employment Security Agencies.)

EDUCATIONAL DATA SOURCES:

1. Racial and Ethnic Enrollment Data from Institutions of Higher Education (Fall 1972). Summaries of enrollment by racial and ethnic groups in 2700 institutions. Undergraduate, graduate and professional data. Fields of study by regional areas. Update due Spring 1976 from Office of Public Information, Office for Civil Rights, U.S. Department of Health, Education & Welfare, Washington, D.C. 20201.
2. Digest of Educational Statistics (1973). Comprehensive statistics on employment, salaries and other basic data (primary and secondary schools; higher education institutions) by academic rank and enrollment in schools at all levels. Much of this information provided by sex (and race in 1976 update). Available from GPO, DHEW Publication No. OE 74-11103, Price \$2.10.*
3. Projections of Educational Statistics to 1982-83 (1973 Edition). Information from 1962 and projections through 1982-83 for elementary, secondary and higher education institutions which include enrollments, graduates, teachers. Information by sex (and race in 1976 update) includes graduate enrollment and earned degrees at different levels. Available from GPO, DHEW Publication No. OE 74-11105, Price \$2.10.*
4. Statistics Concerning Doctorates Awarded to Women. A compilation of three studies indicating percentage of doctorates awarded to women in various disciplines and by specific institutions for the period 1953-1969. Available from Association of American Colleges, Project on the Status and Education of Women, 1818 R-Street, N.W., Washington, D.C. 20009.
5. Earned Degrees Conferred 1970-71 (Annual). DHEW Publication OE 73-11412. Degrees conferred by sex (and race in 1976 update), field and level at individual institutions, grouped by state. (Contact HEW for availability of more recent data.) Available from Office of Education, U.S. Department of Health, Education & Welfare, Washington, D.C. 20201.

* Publication(s) available from Superintendent of Documents, Government Printing Office, Washington, D.C. 20402, at price indicated.

6. Students Enrolled for Advanced Degrees (Fall 1974). Enrollment by sex (and race in 1976 update), full-time and part-time attendance, nationally, and by institution. Available from GPO, HE5.92/4:ST9, Price \$2.50.*
7. Fall Enrollment in Higher Education (Annual). Enrollment by sex (and race in 1976 update), full-time and part-time attendance, nationally, and by institution. \$2.00.*
8. American Science Manpower 1970. National Science Foundation publication. Detailed data by sex on numbers, specialties, employment status, earnings, etc. \$2.00.*
9. Summary Reports, Doctorate Recipients from U.S. Universities. (Annual Reports from 1969-1973.) Field of doctorate, present area of employment and other data by sex. 1973 survey includes race. Available from National Research Council, National Academy of Science, 2101 Constitution Avenue, N.W., Washington, D.C. 20418.
10. Equal Employment Opportunity for Minority Group College Graduates: Locating, Recruiting, Employing (1972). Data on enrollment by degree level and field of specialization at predominantly black institutions and at those with substantial numbers of other ethnic minorities; number of identified minorities at all educational institutions. Available from Garrett Park Press, Garrett Park, Maryland 20766. Price \$4.95 prepaid; \$5.95 if billed.
11. Women's Rights Almanac (1974). Contains workforce and educational data (degrees by field of study) on women; also state lists of women's and ethnic groups. Available at bookstores, or from Elisabeth Cady Stanton Publishing Company, 5857 Marbury Road, Bethesda, Maryland 20034. Price \$4.95.
12. Scientific, Engineering, Technical Manpower Comments. Monthly digest of current developments affecting recruitment, training and utilization of scientific manpower. Provides current data on supply and sources of women and minorities in physical, social and biological sciences.

* Publication(s) available from Superintendent of Documents, Government Printing Office, Washington, D.C. 20402, at price indicated.

(Request index of back issues for data on specific scientific areas.) Available from Scientific Manpower Commission, 1776 Massachusetts Avenue, N.W., Washington, D.C. 20036. Price \$10.00 annually.

13. Doctoral Scientists and Engineers in the United States, 1973 Profile. Indicates breakdowns by sex, minority groups, field, for major physical, biological and social sciences. Single copies available from Commission on Human Resources, National Research Council, 2101 Constitution Avenue, N.W., Washington, D.C. 20418.
14. Roster of Women and Minority Engineering Students (1974). Lists some 2400 - 1974 and 1975 graduates of engineering schools by name, field of study, degree level, sex, race or ethnic group. \$60.00.*
15. "Minorities in Engineering," Engineering Manpower Bulletin No. 27 (February 1974). Statistics on engineering degrees, numbers and percentages of women and minorities in engineering occupations. \$2.00.*
16. Engineering and Technician Enrollments (Fall 1975). Lists number of women and blacks, by institution, in first through fifth year of Bachelor's, Master's, and Doctor's degree program. \$35.00.*
17. Minority Groups Among United States Doctorate Level Scientists, Engineers and Scholars (1973). This study provides data (1) on current minority graduates (by race and ethnic group) in all fields and disciplines, and (2) on minorities with doctorates in the labor force for science and engineering fields only. The study notes difficulties of obtaining exact data, but reports that more recent studies will be reviewed in a forthcoming publication of the National Board on Graduate Education (see below). Single copies available from National Research Council, National Academy of Sciences, 2101 Constitution Avenue, N.W., Washington, D.C. 20418.
18. Minority Group Participation in Graduate Education (available June 1976). A review of studies by American

* Publication(s) available from Superintendent of Documents, Government Printing Office, Washington, D.C. 20402, at price indicated.

Council on Education, American Institute of Physics, Scientific Manpower Commission and Engineering Manpower Commission. Available from National Board on Graduate Education, 2101 Constitution Avenue, N.W., Washington, D.C. 20418. Price \$1.75.

19. A Survey of Black American Doctorates (1970). Data presented is not current, but useful in indicating fields of study, sex, employment, and estimated prospects for development in this area. Single copies available from Ford Foundation, 320 E. 43rd Street, New York, New York 10017.
20. Enrollments of Minority Graduate Students at Ph.D. Institutions (1974). HEP Report No. 19. Single copies available from American Council on Education, 1 Dupont Circle, Washington, D.C. 20036.
21. "Doctorates Granted to Women and Minority Group Members," Science Magazine (12 September 1975, Vol. 189, No. 4206, pp. 856-859). A survey of 46 universities that award 75% of U.S. doctorates. Comparison, by academic field (with male/female and minority breakdowns), of awards in 1969-72 with those anticipated to have been awarded in 1972-75.
22. Fact Book on Higher Education (Quarterly). Trend data, 1947-1981. Fourth-quarter editions show earned degrees by sex. Second-quarter editions show enrollment data, including trend data by sex. Minority degree and enrollment data given starting 1972. Price \$35 initial subscription; \$20 for renewals. Available from American Council on Education, 1 Dupont Circle, Washington, D.C. 20036.
23. Women Graduates in Higher Education, 1969-1972. Statistical survey of the proportion of women earning BA, MA, PhD, and first professional degrees, by geographic area, and in various fields and professions in the United States. Available from Women's Equity Action League, National Press Building, Washington, D.C. 20045. Price \$1.50.

* Publication(s) available from Superintendent of Documents, Government Printing Office, Washington, D.C. 20402, at price indicated.

24. Availability Data in Academic Professions and Related Occupations (1975). (About 70 loose-leaf pages of national data, updated annually.) Provides percentages of males, females and minority categories by sex, based on approximately 50 statistical sources. Data is based on actual numbers of people presently teaching in colleges and universities, the workforce in related fields, and 1973 doctorate recipients. Reports reliable total percentages rather than specific number of possible candidates available. Also provides separate percentage figure for recent female doctorate recipients to indicate the increasing number of women proceeding towards the terminal degree. Available from the Affirmative Action Office, University of Colorado, Willard Administration Center 385, Boulder, Colorado 80302. Cost: \$45.

25. Professional Women and Minorities: A Manpower Data Resource Service (1975). Comprehensive (320 page) directory of national data on minorities and women in engineering, the professions, education, natural and social sciences, and the humanities, including degrees granted, workforce participation and active rosters and registers. Loose-leaf form and updates twice yearly (extra cost). (Note: A number of academic fields not covered in the Colorado study above are reported in this publication, especially more specific breakdowns in education and health fields. However, most affirmative action officers will find the two volumes complementary.) Available from Scientific Manpower Commission, 1776 Massachusetts Avenue, N.W., Washington, D.C. 20036. Cost: \$40.

* Publication(s) available from Superintendent of Documents, Government Printing Office, Washington, D.C. 20402, at price indicated.

STATE AND LOCAL DATA SOURCES:

In addition to sources already listed, the following can provide useful detailed local data:

1. State and Local Employment Services. * Basic data and special studies on employment and unemployment. Many State Services prepare special skill employment and unemployment surveys, market studies, etc. Contact Offices of Research, Employer Relations or Labor Market staff at state level.
2. State and City Department of Human Resources, and Departments of Industry, Labor or Commerce also prepare employment, unemployment and skill surveys. A listing of major State (as well as Federal) agencies concerned with manpower, employment, industrial relations and fair employment practices that can provide data and information on training programs and recruitment sources is: Labor Offices in the United States and Canada, Employment Standards Administration, U.S. Department of Labor, Washington, D.C. 20210.
3. Local and State Chambers of Commerce. (Consult telephone directory.)
4. Regional Offices, Equal Employment Opportunity Commission. ** Further assistance on data and recruitment sources.
5. Regional Offices, Employment and Training Administration, U.S. Department of Labor. *** Information on employment, training and job programs.
6. Regional Offices, Women's Bureau, U.S. Department of Labor. ****

* See Appendix A for State Employment Services. Consult telephone directory for local offices.

** See Appendix B for Regional EEOC Offices.

*** See Appendix C for Regional Employment and Training Administration Offices.

**** See Appendix D for Regional Women's Bureau Offices.

FILMS AND AUDIO-VISUAL RESOURCES FOR EEO
AND AFFIRMATIVE ACTION TRAINING

EEOC frequently receives requests for audio-visual materials useful for training programs. EEOC has a number of films, available without charge, which generally document employment discrimination problems of women and other minority groups, and Commission procedures to achieve equal opportunity.

Recent changes in EEOC powers and jurisdiction are not included in some of these films. However, they are useful background educational materials.

For loan of the following films, contact:

Audio Visuals Division
Equal Employment Opportunity Commission
2401 E Street, N.W.
Washington, D.C. 20506
(Telephone: 202-634-7025)

1. "VOICE OF LA RAZA." (16 mm, 58 min.) An award-winning film featuring Anthony Quinn, on the problems facing the Spanish-speaking community of the United States in its efforts to overcome the ravages of job discrimination.
2. "POWER VS. THE PEOPLE." (16 mm, 58 min.) A film recording the Equal Employment Opportunity Commission hearings in Houston, Texas in June 1970. Cross-examinations by the EEOC Chairman and EEOC Commissioners of corporate officials, minority workers, women and community leaders.
3. "STRUGGLE FOR LOS TRABAJOS." (16 mm, 58 min.) A film dealing with the investigation and conciliation process of the EEOC.
4. "EEOC." (16 mm, 41 min.) A film, narrated by actress Ruby Dee, taking an informal, yet systematic, look at the machinery of the Equal Employment Opportunity Commission and how it serves both the minority community and women.

Following is a brief list of materials produced by, or in cooperation with, other Federal agencies which cover EEO concepts, and some other materials available from private sources. These films are listed without any form of endorsement

by EEOC. Materials should be screened by employers to judge suitability for their needs. The Educational Programs Branch of EEOC hopes to expand this initial list as further materials are identified.

1. "WHAT'S THE MATTER WITH ALICE?" (25 min.) Designed to orient supervisors and managers to Upward Mobility, EEO, and more effective utilization of minority and women employees. Produced in cooperation with U.S. Civil Service Commission. Useful for public and private employers. Discussion Guide included. Available to public agencies from Regional Offices, U.S. Civil Service Commission, and for all employers from Newsfilm USA, 21 West 46th Street, New York, New York 10036 (Telephone: 212-757-4970). \$225.
2. "THE SUPERVISOR AND EQUAL EMPLOYMENT OPPORTUNITY." (35 min.) Produced in cooperation with U.S. Civil Service Commission. Used in EEO training programs of public and private organizations. Contact: Data Films, 2626 Temple Street, Los Angeles, California 90026 (Telephone: 213-385-3911). Preview \$35; purchase \$185.
3. "IN LIVING COLOR." (12 min.) Presents feelings and experiences of a Black and a Spanish-American worker to help supervisors' awareness and sensitivity. Contact: Data Films, 2626 Temple Street, Los Angeles, California 90026 (Telephone: 213-385-3911). Rental \$20 weekly; purchase \$125.
4. "LAMPS IN THE WORKPLACE." (28 min.) Illustrates Equal Pay Act and other Fair Labor Standards Act requirements, including age discrimination, minimum wage, etc. Available without charge from Information Office, Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, D.C. 20210 (Telephone: 202-961-5044).
5. "A BETTER ANSWER." (35 min.) Film or video cassette. Covers legal aspects of Title VII, supervisory pitfalls, and affirmative action. Discussion guide included. Available from Haines Associates, P. O. Box 80, Philadelphia, Pennsylvania 19105. Preview \$65; purchase \$390.
6. "INCREASING JOB OPTIONS FOR WOMEN." (10 min. slide presentation with cassette and script.) Deals with the

subject of women in non-traditional jobs;

"LEGAL RIGHTS OF WOMEN." (6 min. slide presentation with cassette and script - cartoon style.) Illustrates laws on sex discrimination and affirmative action geared to women workers;

"LEGAL RESPONSIBILITIES OF EMPLOYERS." (12 min. slide presentation with cassette and script - cartoon style.) Discusses laws on sex discrimination and affirmative action; geared to the employer.

All three slide presentations above are available on loan from Women's Bureau, U.S. Department of Labor, Washington, D.C. 20210 (Telephone: 202-523-6668).

7. "NEVER UNDERESTIMATE THE POWER OF A WOMAN." (18 min.) Successful examples of women working on unusual blue collar jobs. Available from Department of Photography & Cinema, University of Wisconsin, 45 N. Charter Street, Madison, Wisconsin 53715. Rental \$12.50; purchase \$125.
8. "51%." (30 min.) Affirmative action for women in industry. Features women in professional jobs. Deals with barriers to advancement problems faced by women and managers. Produced for IBM. Available from Cally Curtis Company, 1111 North Las Palmas Avenue, Hollywood, California 90038 (Telephone: 213-467-1101). Preview \$10; purchase \$200.
9. "WOMEN IN EMPLOYMENT." (20 min.) Designed for training supervisors and foremen. Dramatizes stereotyped sex discrimination situations. Information on legal requirements. Contact: Bureau of Business Practice, 24 Rope Ferry Road, Waterford, Connecticut 06385 for details and price (Telephone: 203-442-4365).
10. "WOMEN: THE EMERGING RESOURCE." A complete training program, including videotaped lectures, Coordinator's Guide and workshop materials. Contact: Advance Systems, Inc., 327 South LaSalle Street, Chicago, Illinois 60604 (Telephone: 312-427-7277) for price and details.
11. "TWELVE LIKE YOU." (25 min.) Designed to motivate women for varied careers with examples of successful women and advice on overcoming barriers. Available from: Cally Curtis Company, 1111 North Las Palmas Avenue, Hollywood, California 90038 (Telephone: 213-467-1101). Preview \$25; rental \$100.

12. "ONE BY ONE." (28 min.) Designed for manager/supervisor training. Focuses on job problem between white manager and minority employee which develops into a racial conflict because of poor communication and misconceptions regarding the needs and desires of minority employees in upper level positions. Meeting Guide included. Available from Cally Curtis Company, 1111 North Las Palmas Avenue, Hollywood, California 90038 (Telephone: 213-467-1101). Preview \$25 plus postage; rental \$100; purchase \$300.

ADDITIONAL EEOC AUDIO-VISUAL MATERIALS

1. "EEOC: DESTROYING THE MYTHS." (10-min. slide/tape presentation.) An introduction to what job discrimination is and what the EEOC does to combat it. Available on free loan from the Office of Public Affairs, EEOC, 2401 E Street, N.W., Room 4202, Washington, D.C. 20506 (Telephone: 202-634-6930).

APPENDIX A

DIRECTORS OF RESEARCH AND STATISTICS
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APPENDIX B

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Atlanta, Georgia 30303
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CHICAGO REGIONAL OFFICE
600 S. Michigan Ave., Rm. 611
Chicago, Illinois 60605
(312) 353-1488

DALLAS REGIONAL OFFICE
1100 Commerce St., Rm. 5A4
Dallas, Texas 75202
(214) 749-1841

KANSAS CITY REGIONAL OFFICE
601 E. 12th St., Rm. 113
Kansas City, Missouri 64106
(816) 374-2781

NEW YORK REGIONAL OFFICE
26 Federal Plaza, Rm. 1615
New York, New York 10007
(212) 264-3640

PHILADELPHIA REGIONAL OFFICE
127 N. 4th St., 3rd Fl.
Philadelphia, Pennsylvania 19106
(215) 597-7784

SAN FRANCISCO REGIONAL OFFICE
300 Montgomery St., Suite 740
San Francisco, California 94104
(415) 556-1775

STATES

Alabama, Canal Zone, Florida,
Georgia, Kentucky, Mississippi,
North Carolina, South Carolina,
Tennessee

Illinois, Indiana, Michigan,
Minnesota, Ohio, Wisconsin

Arkansas, Louisiana, New
Mexico, Oklahoma, Texas

Iowa, Kansas, Missouri,
Nebraska

Connecticut, Maine,
Massachusetts, New Hampshire,
New Jersey, New York, Puerto
Rico, Rhode Island, Vermont

Delaware, District of Columbia,
Maryland, Pennsylvania, Virginia,
West Virginia

Alaska, Arizona, California,
Colorado, Guam, Hawaii, Idaho,
Montana, Nevada, North Dakota,
Oregon, Samoa, South Dakota,
Utah, Wake Island, Washington,
Wyoming



REGIONAL EMPLOYMENT AND TRAINING ADMINISTRATION OFFICES
U.S. DEPARTMENT OF LABOR

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U.S. Department of Labor
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Boston, Massachusetts 02203
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New York, New York 10036
(212) 971-5445

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Gateway Building
Philadelphia, Pennsylvania 19104
(215) 438-5200 or 438-5400

Regional Administrator
U.S. Department of Labor
1371 Peachtree St., N.E.
Room 405
Atlanta, Georgia 30309
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U.S. Department of Labor
300 S. Wacker Drive
Chicago, Illinois 60606
(312) 353-4135

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U.S. Department of Labor
Federal Building, U.S. Court House
1100 Commerce Street
Dallas, Texas 75202
(214) 749-2841

REGION I: Connecticut,
Maine, Massachusetts, New
Hampshire, Rhode Island,
Vermont

REGION II: New Jersey,
New York, Puerto Rico,
Virgin Islands

REGION III: Delaware,
District of Columbia,
Maryland, Pennsylvania,
Virginia, West Virginia

REGION IV: Alabama, Florida,
Georgia, Kentucky, Mississippi,
North Carolina, South Carolina,
Tennessee

REGION V: Illinois, Indiana,
Michigan, Minnesota, Ohio,
Wisconsin

REGION VI: Arkansas,
Louisiana, New Mexico,
Oklahoma, Texas

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Kansas City, Missouri 64106
(816) 374-3796

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16015 Federal Office Bldg.
1961 Stout Street
Denver, Colorado 80202
(303) 837-4477

Regional Administrator
U.S. Department of Labor
Federal Building, Room 10064
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San Francisco, Calif. 94102
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U.S. Department of Labor
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1321 Second Avenue
Seattle, Washington 98101
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Administrator for District
of Columbia
Employment & Training Adm.
District Building, Room 220
14th and E Streets, N.W.
Washington, D.C. 20004
(202) 629-3663

REGION VII: Iowa, Kansas,
Missouri, Nebraska

REGION VIII: Colorado,
Montana, North Dakota, South
Dakota, Utah, Wyoming

REGION IX: Arizona,
California, Hawaii, Nevada,
Trust Territory

REGION X: Alaska, Idaho,
Oregon, Washington

DISTRICT OF COLUMBIA

WOMEN'S BUREAU
EMPLOYMENT STANDARDS ADMINISTRATION
U.S. DEPARTMENT OF LABOR

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REGION I: Boston
Connecticut, Maine,
Massachusetts, New Hampshire,
Rhode Island, Vermont

REGION II: New York
New Jersey, New York,
Puerto Rico, Virgin Islands

REGION III: Philadelphia
Delaware, District of
Columbia, Maryland,
Pennsylvania, Virginia

REGION IV: Atlanta
Alabama, Florida, Georgia,
Kentucky, Mississippi, North
Carolina, South Carolina,
Tennessee

REGION V: Chicago
Illinois, Indiana, Michigan,
Minnesota, Ohio, Wisconsin

REGION VI: Dallas
Arkansas, Louisiana, New
Mexico, Oklahoma, Texas

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911 Walnut Street
Kansas City, Missouri 64106
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REGION VII: Kansas City
Iowa, Kansas, Missouri,
Nebraska

Regional Director
244 Federal Building &
New Custom House
721 19th Street
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REGION VIII: Denver
Colorado, Montana, North
Dakota, South Dakota, Utah,
Wyoming

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REGION IX: San Francisco
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REGION X: Seattle
Alaska, Idaho, Oregon,
Washington

E-1
APPENDIX E

UNITED STATES CIVIL SERVICE REGIONS
INTERGOVERNMENTAL PERSONNEL PROGRAMS DIVISIONS

Region	Headquarters	Director	IPP Division Chief	Area Served
Atlanta	1340 Spring St., NW Atlanta, GA 30309	David Caldwell (404) 526-2436	George Murphy (404) 526-2448	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, Tennessee, South Carolina.
Boston	John McCormack Post Office & Courthouse Boston, MA 02109	Charles A. Maher (617) 223-2538	Robert O'Hare (617) 223-6835	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.
Chicago	Federal Office Bldg. 230 S. Dearborn St. 29th Floor Chicago, IL 60604	Keith A. Roelofs (312) 353-2901	John S. Anderson (312) 353-5262	Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin.
Dallas	1100 Commerce Street Dallas, TX 75202	Edward Vela, Jr. (214) 749-3352	Orman Wright (214) 749-1907	Arkansas, Louisiana, New Mexico, Oklahoma, Texas.
Denver	Building 20 Denver Federal Center Denver, CO 80225	George F. Dwyer (303) 233-2023	Charles Dooley (303) 234-4047	Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming.

Region	Headquarters	Director	IPP Division Chief	Area Served
New York	New Federal Bldg. 26 Federal Plaza New York, NY 10007	Virginia Armstrong (212) 264-0440	Sally Williams (212) 264-4612	New Jersey, New York, Puerto Rico, Virgin Islands.
Philadel- phia	William Green, Jr. Federal Building 600 Arch Street Philadelphia, PA 19106	Robert E. Sperry (215) 597-4543	William Kesselring (215) 597-9125	Delaware, Maryland, Pennsylvania, Virginia, West Virginia.
St. Louis	1256 Federal Bldg. 1520 Market Street St. Louis, MO 63103	Robert J. Dunn (314) 622-4262	Victor Young (314) 622-4941	Iowa, Kansas, Missouri, Nebraska.
San Francisco	Federal Building Box 36010 450 Golden Gate Ave. San Francisco, CA 94102	Francis V. Yanak (415) 556-0581	Joseph Rosati (415) 556-1190	Arizona, California, Hawaii, Nevada, Guam, American Samoa, Trust Territory.
Seattle	Federal Building 26th Floor 915 Second Avenue Seattle, WA 98174	Thomas G. McCarthy (206) 583-7537	Robert A. McBride (206) 442-0464	Alaska, Idaho, Oregon, Washington.

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